

## NAMSS

### Volunteer Job Description

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**Position Title:** Secretary-Treasurer

**Relationships:**

Reports To: President  
Staff Support: Executive Director  
Internal Contacts: Board Members, Committees, NAMSS staff, NAMSS Membership  
External Contacts: General Public, Industry Partners

**Length of Commitment:** Term of office is one (1) year (January - December)

**Time Involvement:** Approximately 20 hours monthly/ 3 on site meetings per year /5-8 Board conference calls per year/8-12 Executive Committee calls per year/Quarterly Audit & Finance Committee calls

**Key Responsibilities**

***As a NAMSS Officer:***

1. Serve as a voting member of the Executive Committee and Board.
2. Participate in quality assessment and evaluation of the overall performance of the association management firm.
3. Attend Board and other meetings to include the following:
  - a. January Board meeting
  - b. Spring Board meeting (April/May)
  - c. Fall Board meeting (held in conjunction with the Educational Conference and Exhibition)
  - d. Executive Committee meetings prior to in person board meetings
  - e. Quarterly Audit & Finance Committee Calls
4. Serve as a role model and as an advocate
  - a. for NAMSS by being knowledgeable about and supporting the mission, strategic plan, and programs of the organization.
  - b. for the membership at large.
5. Assist the NAMSS Board in:
  - a. developing and executing annual and strategic plans.
  - b. carrying out its legal and fiduciary responsibilities, as needed.
  - c. oversight of the association management functions.
  - d. Initiating formal and effective transition of office to incoming officer at the end of term.
  - e. identifying new members or potential volunteers for NAMSS who can help further the mission
  - f. representing NAMSS as appropriate, e.g. serve as a speaker as assigned.
6. Support and promote decisions made by the NAMSS Board.
7. Review and approve nominations for Officers and Members of the NAMSS Board.
8. Participate in a self-assessment and evaluation of the overall performance of the NAMSS Board on an annual basis.
9. Prepare in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues before the Board.
10. Responsibly review and act upon committee recommendations brought to the Board for action.
11. Uphold fiduciary duty to act in the best interest of NAMSS by putting the interests of NAMSS above personal interests.

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12. Agree to the Essential Requirements of Serving as a Volunteer Leader, as set forth in the Volunteer Leader Agreement:
  - a. Confidentiality of Sensitive Information;
  - b. Conflicts of Interest (Disclosure and Management);
  - c. Competition Against NAMSS' Programs, Products, or Mission, or Other Inappropriate Personal Gain; and
  - d. Consequences of Violating Agreement.

**As Secretary-Treasurer:**

1. Oversee maintaining of meeting minutes with NAMSS staff and assures the national office maintains all approved copies of the minutes and all attachments or necessary supporting documentation; includes review of draft minutes prior to Board distribution.
2. Serves as Parliamentarian at the Board, Executive, Annual Membership, State Leadership, Board Orientation and Strategic Planning meetings.
3. Oversee the Association's financial resources and ensure compliance with the Board's financial policies, the Mission statement, and the Strategic Plan.
4. Submit a year-to-date financial report at each Board meeting (face to face) and at the NAMSS Annual Business Meeting. (Fiscal year is January to December.)
5. Develop and present an annual budget for the Association in conjunction with the Executive Committee, the NAMSS Committee Chairs, and the Executive Director.
6. Oversee the investment program of the monetary assets of the Association and ensure that adequate internal controls are in place to prevent the misappropriation of funds and to ensure the organization's continued viability.
7. Serve as Chair of the Audit & Finance Committee
8. Serve as the Assistant Editor for *Synergy*

**Qualifications:**

1. Active NAMSS member in good standing for at least five years.
2. NAMSS Dual Certification is required (effective 1/1/2016).
3. Must have previous experience as a NAMSS Committee Chair or Vice Chair or NAMSS Board member.
4. Proven track record evidenced through input / recommendations from two (2) peers, who are members of NAMSS, and employer that address the following:
  - a. Professional character and ethics.
  - b. Responsibility through commitment to and completion of assignments.
  - c. Openness to other's viewpoints.
  - d. Responsiveness.
  - e. Ability to lead and cultivate other's skills.
  - f. Good written and verbal communication skills.
  - g. Ability to work well with others.

**Additional Requirements:**

1. Support from employer if applicable.
2. Commitment to advance the mission of NAMSS.
3. Commitment to full preparation in advance of board meetings for decision making and policy formation, and self education on major issues before the board.
4. Ability to make the necessary time commitment.

**Training:**

- Board Orientation
- Leadership training as appropriate

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- Finance Orientation
- Specific task orientation related to Association documents (bylaws, policies & procedures, etc.)

Amended Date	Volunteer Development Review Date	Board Approval Date
		10/10/2008
1/14/2011		1/21/2011
3/16/2015		3/16/2015